

Assistance for Faculty and Staff with Federal/State Grants from Government Grant Services

Government Grant Services at Berea College provides leadership and expertise in federal/state grant administration and helps ensure compliance with relevant financial and reporting requirements in support of Berea College faculty and staff. Government Grant Services provides assistance to Berea College faculty and staff who have received or are applying for federal/state awards. Any Berea College faculty or staff who are interested in applying for federal/state funding should contact Government Grant Services first to review the process.

Government Grant Services coordinates all pre-award activities for federal/state awards. Additionally, Grant Services monitors post-award reporting requirements. The primary functions performed by Grant Services to support faculty and staff projects are:

- review and assist in the preparation of proposals
- prepare federal/state grant budgets
- submit grant proposals and all attachments
- review terms and conditions of awards from funders
- develop and maintain required federal/state grant policies
- ensure annual performance reports are filed on time
- collect time and effort certifications for faculty, staff, and students paid by federal or state grant funds or whose time is used as matching funds

Government Grant Services also coordinates post-award financial activities for federal/state awards. The primary functions performed to support faculty and staff projects are:

- ensure accurate accounting of income and expenses
- support contract development
- prepare financial reporting required by funders
- assist with submitting and collecting invoices
- assist with account reconciliation, drawing down funds, and closeout
- ensure financial compliance with Single Audit
- track and monitor matching requirements

CONTACT

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